# CHAPTER 20 - ADMINISTRATIVE PROCEDURES

## Contents

**26 CRAIG INTERAGENCY DISPATCH CENTER PREPAREDNESS LEVELS**

**27 MOBILIZATION PROCEDURES FOR MILITARY ASSETS AND INTERNATIONAL ASSIGNMENTS**

## 28 DISPATCH FORMS

**THIS PAGE INTENTIONALLY LEFT BLANK**

**21 ORDERING CHANNELS COST CODING** Refer to NMG

  **21.1 Geographic Area Coordination Center/Dispatch Center**
    **21.1.1 Definitions** Refer to RMG
    **21.1.2 Craig Interagency Dispatch Center Units**
      Arapaho National Wildlife Refuge
      Brown's Park National Wildlife Refuge
      Colorado State Districts
        Granby District
        Grand Junction District
        Steamboat Springs District
      Dinosaur National Monument NPS
      Medicine Bow-Routt National Forest
        Hahns Peak/Bears Ears Ranger District
        Parks Ranger District
        Yampa Ranger District
      Moffat County
      Rio Blanco County
      Routt County
      Jackson County
      Grand County
      BLM Kremmling Field Office
      BLM Little Snake Field Office
      BLM White River Field Office
    **21.1.3 Rocky Mountain Area Units** Refer to RMG


  **21.2 Ordering Procedures**
  The Craig Interagency Dispatch Center will coordinate the movement of all resources utilized within the dispatch center's boundaries.

  The primary goals of the dispatch of any resource are:
    SAFETY
    EFFECTIVENESS
    EFFICIENCY
    The following criteria will be will be accomplished by the Dispatch Center:
    • Rapid response
    • Communications/Intelligence - Information must be accurate and timely
    • Efficient use of the most effective resource

  **Initial Response Dispatching Procedures**
  Reporting of Incidents
  Real time intelligence is a necessity. Good communication is the key to intelligence. Incident size-up information is critical in priority setting and should always be available from the ordering entities. All resources providing size-up information are required to use the Rocky Mountain Area Initial Fire Size-up Card.

  Closest Forces Policy: All incidents will be reported to CRC. CRC will notify the unit with jurisdictional responsibility according to agency guidelines listed below. It is understood that an initial response will not be delayed over questions of ownership. The intent of this policy is to respond resources to

determine ownership, conduct an initial size-up, and to take prompt appropriate action if the jurisdictional agency approves.

**"Closest Forces" definition** - like resources regardless of agency affiliation that can respond in the timeliest manner to the incident. CRC will dispatch resources based upon the Closest Forces Policy. This may involve dispatching of neighbor resources for Initial Response before other center resources are dispatched due to the locale of the incident and resources at the time.

To clarify closest forces, for CRC units, it shall mean the response time from initial report/request to arrival on scene.

**White River Field Office-Kremmling Field Office-Little Snake Field- Routt National Forest-Dinosaur National Park-Brown's Park National Wildlife Refuge-Arapaho National Wildlife Refuge**
All incidents, for the above listed agencies, will be immediately reported to the Craig Interagency Dispatch Center and should include the following information:
1. Name, location, and phone number of reporting party
2. Location of report (legal description, geographic, etc.)
3. Proximity and threat to structures
4. Color of smoke
5. Fuel type
6. Adjacent fuels
7. Position on slope
8. Natural barriers present
9. Direction and rate of spread
10. Initial attack action being taken and by whom

Based on this initial report, CRC will respond with the appropriate resources as identified by the initial response guidelines. Following mobilization, dispatch will notify the Duty Officer. The Dispatch Center's responsibility is to promptly respond resources to all incidents so initial intelligence can be gathered and fire management decisions can be made. The Duty Officer's responsibility is to oversee all suppression operations for the purpose of establishing priorities when there is competition for resources, when multiple fires exceed available resources and to ensure that the appropriate agency administrator has been notified.

**Colorado State Forest Service**
Some fires require immediate notification of the District Fire Duty Officer (FDO).

Immediate Notification Criteria:
1. When requested by local agency (i.e., Sheriff, Fire Chief, County Commissioner)
2. When structures are at-risk from a wildland fire
3. Upon initial dispatch of aircraft to wildland fires involving state or private land
4. Any request by a county or fire department for out-of-county resources
5. Confirmed wildland fires on state or private land during Red Flag Warning period
6. At the discretion of Unit FMO due to safety/communication/political issues

Notification Process by County:

| COUNTY | CSFS DISTRICT |
|--------|---------------|
| Grand | Granby |
| Jackson | Steamboat Springs |
| Moffat | Steamboat Springs |
| Rio Blanco | Grand Junction |
| Routt | Steamboat Springs |

**Ordering Procedures**

The Craig Interagency Dispatch Center may order Initial Response (IR) resources direct from an adjoining Dispatch Center which includes Grand Junction, Casper, Rawlins, Ft. Collins, and Uinta Basin. The Dispatch Center can order resources for extended attack, large fire support, fire use, and non fire incidents directly from neighbors located within the RMA (Grand Junction, Casper, Rawlins, Ft. Collins) These centers can also order resources directly from CRC.

> **21.2.1 Support Border Fires** Refer to NMG
> **21.2.2 Mobilization and Demobilization Information** Refer to NMG
> **21.2.3 Neighborhood Ordering**
>> **21.2.3.1 Neighborhood Ordering Definition** Refer to RMG
>> **21.2.3.2 Neighborhood Ordering Procedures** Refer to RMG
>>> 1. Resource Ordering Standards apply for the movement of all resources. Included in this are IR procedures, ROSS or resource order forms, commit messages and reassignment procedures.
>>> 2. When a resource is unavailable from a neighbor, the order will be place with RMACC. RMACC will not check with Craig Interagency Dispatch neighbors to fill orders for CRC.
>>> 3. Resources mobilized through RMACC are not available for neighborhood ordering.
>>> 4. Resources mobilized from a neighbor can only be sent to another neighbor with permission from the home unit. At this time a resource order will be processed through RMACC by the requesting dispatch center.

All Dinosaur National Monument resources will be dispatched by Craig Dispatch Center for off Monument assignments (IA agreements with adjoining units excluded, but the Monument will notify Craig Dispatch of commitment of those resources).
Resources ordered into Dinosaur National Monument, other than for large fires on the Utah side, (i.e., severity, pre-position, details) will be ordered through Craig Dispatch Center. Ordering for large fires will be done based upon the state that it is located in. Large fires occurring on the Utah side will be supported by Uinta Basin Dispatch. Large fires occurring on the Colorado side will be supported by Craig Dispatch.

Refer to RMG for more information on resource ordering and the chart describing resource types, the approved ordering method, and the required notifications.

> **21.2.3.3 Rocky Mountain Neighborhood Resource Ordering** Refer to RMG
> **21.2.3.4 Rocky Mountain Area Resource Ordering Chart** Refer to RMG
> **21.2.3.5 Rocky Mountain Area Wide (RMW) Ordering Definition** Refer to RMG

**21.2.3.6 Rocky Mountain Area Wide Ordering Procedures** Refer to RMG

**21.2.4 Electronic Transfer of Travel Information** Refer to RMG

**21.2.4.1 ROSS (Resource Ordering and Status System) Travel**

All travel information for resources ordered through RMACC will be transmitted utilizing ROSS.

THIS PROCESS IS NOT TO BE USED FOR MOBILIZATION OF IR OR TACTICAL AIRCRAFT MOVEMENT.

Travel information for resource movement between neighbors will be relayed via telephone, unless requested by the neighbor to be done through ROSS.

CRC and neighbors.  This information will be relayed via a telephone call.

**21.3 Non-Incident Related Ordering** Refer to RMG

**21.4 Fire Cost Coding** Refer to RMG

**21.4.1 Fire Code Chart Matrix** Refer to RMG

**21.4.2 Fire Cost Coding** - Agencies

All incidents in the CRC will have assigned accounting codes established for all responding agencies utilizing the FireCode System.  A cost code will be assigned to every resource order to be used nationally for cost collection and accounting information.

Each agency is responsible for tracking their own costs according to agency policy in regard to cost containment and large fire cost accountability objectives.

**21.4.2.1 Fire Cost Coding (BLM)** Refer to NMG or current agency direction.

**21.4.2.2 Fire Cost Coding (BIA)** Refer to NMG or current agency direction.

**21.4.2.3 Fire Cost Coding (NPS)** Refer to NMG or current agency direction.

**21.4.2.4 Fire Cost Coding (FWS)** Refer to NMG or current agency direction.

**21.4.2.5 Fire Cost Coding (USFS)** Refer to NMG or current agency direction.

**21.4.3 Non Fire Incident Funding** Refer to RMG

**21.5 Resource Tracking**

The movement of personnel and/or equipment between units shall require that both sending and receiving units be responsible for safety of the personnel and equipment involved.

Resources dispatched internally and externally will have a *Chief of Party*.  CRC will assign a *Chief of Party* to each group of resources.  *Chief of Party* will normally be the single resource boss of the engine or crew, or in the case of several miscellaneous overhead being moved together it will usually be the first person on and the last person (in the case of demob) off.  The *Chief of Party* will be supervised by a CRC dispatcher until arrival at their destination or it is handed off to another dispatch center.  The *Chief of Party* is responsible for all personnel assigned on the manifest list.  The *Chief of Party* is required to call CRC while enroute to incidents and upon arrival.  This may be done during stops for fuel or meals.  At a minimum it will be done at RON location and upon arrival at their final destination. This will assist in resource tracking and facilitate the ability to divert resources while enroute.

CRC will make all travel arrangements for resources mobilized to an incident (within and outside the CRC boundary).

Critical Resource Tracking
Movement, commitment, availability, and unavailability of area and national resources are to be relayed to RMACC via telephone or ROSS.

Overhead Availability Tracking
All red-carded fire personnel will report availability via Web Statusing in ROSS. Individuals should report changes to their availability as it occurs.  Zone/Agency FMO's are responsible for reporting the availability of their personnel to CRC via ROSS.  If an individual is available, it is assumed that they have their supervisor's permission to go on a fire assignment and that they are personally available to go anywhere unless specifically indicated otherwise.


Demobilization Planning
Demobilization shall be carried out in an orderly, cost effective manner.  All demobilization of incidents will go through CRC for coordination and possible re-assignments.

## 22 OVERHEAD/CREWS
### General
CRC operates on a closest forces policy.  To clarify this policy, it shall mean the response time from initial report/request to arrival to the Incident.

All resources are expected to be self-sufficient when going on assignments.  If a resource is unable to be self-sufficient, the dispatch center needs to be notified so that proper arrangements can be made.

Resources are expected to have their Redcards with them at all times.

CRC will coordinate air and ground transportation to incidents.  Under no circumstances shall individuals take it upon themselves to make any travel arrangements without confirmation from the dispatch center.  It is CRC's responsibility to make all travel arrangements for resources.
All overhead requests will be processed through the Dispatch Center.  For in-area and out-of-area requests from Rocky Mountain Coordination Center, CRC dispatchers will call qualified personnel within the Dispatch Center area of influence.  It is essential that each agency ensure that only qualified, red carded personnel be dispatched, they have supervisor approval and that the Interagency Cadre List (Chapter 60) is accurate.

Change Orders: Change orders for resources staying within the dispatch area will not be processed to RMACC unless specifically requested.

Ordered neighboring resources will not be mobilized to another neighbor unless the home unit approves.  At that time an order will be placed by the ordering dispatch center through RMACC to the home unit.

### Qualifications List
ROSS will be used by CRC to fill local, area, and national overhead requests.

IT IS THE RESPONSIBILITY OF EACH INDIVIDUAL TO KEEP THEIR AVAILABILITY UPDATED IN ROSS.

### Training Assignments
The Priority Trainee List will be developed by the Zone Red Card/Training Committee.  They will provide the dispatch center with a list of trainees in priority order. This will be the first document source CRC uses to find/fill trainee slots.

Trainee: An individual, who has completed the appropriate classroom training, meets prerequisite experience requirements and has an initiated task book, but who needs to demonstrate satisfactory performance in the target position for certification.  The individual assists in the overall incident effort by performing in the position, and is evaluated by a coach, training specialist, a person already certified in the position or a person in a higher position.

**22.1 Overhead Mobilization/Demobilization** Refer to NMG
 **22.1.1 Standard Cubes, Weight & Gear Policy for all Personnel** Refer to RMG
 **22.1.2 Emergency Driving** Refer to RMG
 **22.1.3 Non-Emergency Driving Limitations** Refer to RMG
 **22.1.4 Work/Rest Guidelines** Refer to RMG
 **22.1.5 Performance Ratings** Refer to RMG
 **22.1.6 Mobilization Center Criteria** Refer to RMG
  **22.1.6.1 Definitions** Refer to RMG

**22.1.6.2 Mob Center Operations Criteria** Refer to RMG
**22.1.7 Demobilization** Refer to RMG
**22.1.7.1 Demobilization Planning** Refer to RMG
**22.1.7.2 Demobilization Responsibilities** Refer to RMG
**22.1.7.3 Release Priority Guidelines** Refer to RMG

**22.2 Crews** Refer to Chapter 60
CRC has 2 crews available for dispatch, Craig Interagency Hotshot Crew and Yampa Valley Interagency Crew. Requests for these crews will be processed through the dispatch center. Positions on the Yampa Valley Interagency Crew will be filled by all participating agencies according to the guidelines listed in Chapter 60. Units sending personnel should include a qualified FALB, if available, and no more than two inexperienced firefighters. Zone FMO's will immediately notify the dispatch center of their inability to provide personnel for the crew. Based upon that input the Dispatch Center will make a determination of the crew's availability. After a request for the crew has been made, the dispatcher will make the appropriate unit contacts (Zone FMO's, FMO's). Each unit has 45 minutes to report back to the Dispatch Center on the availability of its squad. If no report is received, the dispatcher will fill the positions from the closest available forces. See Chapter 60 for Crew Boss Rotation Schedule.

**Yampa Valley Crew Boss Responsibilities**

- If the assigned individual becomes unavailable for their rotation, it is that individual's responsibility to notify the dispatch center immediately so that a replacement can be found.
- It is imperative that individuals keep dispatch informed of their location and instructions on how to make contact with them during their rotation period.
- The crew boss is responsible for all equipment and supplies issued from the Yampa Valley Interagency Crew Cache. Upon a dispatch assignment, the crew boss will check out all equipment and supplies using the cache inventory form. Upon return from the assignment, the same form will be used to check in all equipment and supplies. Completion of this form is MANDATORY. If assigned to a large fire, this form will allow for restocking before the crew is released from the incident. Without a standard equipment list, the fire may not allow you to restock miscellaneous supply items off the assigned fire number. Local restocking off a fire is not allowed without an approved incident replacement requisition.
- Upon the return from an assignment it is the crew boss' responsibility to ensure the crew cache is refurbished and ready for the next dispatch. As many crew members as needed can be utilized to complete this task.
- All crew bosses should have a credit card with purchasing authority to take care of the crew's needs while in transit.

**Refer to the Yampa Valley Type II Crew Operating Guidelines in Appendix A for additional information.**

Passenger Cargo Manifest will be completed for all crew mobilizations.
When the local crews are ordered out of the area a manifest will be faxed to RMACC.

If the crews are mobilized out of area and transportation is by air then the following applies:
- Canteens are to be emptied before boarding aircraft
- Crews will be weighed before departing (Allowable crew weight 5100 pounds
- Fusees are not allowed on board an aircraft or on commercial ground transportation

- Gas containers and saws must be emptied and purged prior to boarding and aircraft or commercial ground transportation
- Shifting of equipment personal gear between crew members to equal out weights will not take place.
- Knives/multi-tools must be stowed with gear on commercial flights.
- On commercial flights, line gear will be carried on rather than stowed in the baggage compartment.

CRC, unless otherwise directed, will always order crews with their own transportation.   Only under special circumstances will a jet load of crews be accepted.

Craig Interagency Hotshots and Yampa Valley Crew Mobilization and Demobilization Protocol

- Craig Dispatch will notify the crew superintendent/crew boss of a crew order once it has been confirmed that it is a bona fide order.  From that point on all communications concerning the order will be with the crew superintendent/crew boss.
- Prior to departure a correct and up to date manifest will be provided to dispatch.
- Prior to departure, travel will be discussed with Craig Dispatch (route of travel, RON spots, vehicle ID's, etc will be provided to Craig Dispatch)
- For the Yampa Valley Crew there will be not less than 18 and no more than 20 crew members.
- For the Craig Interagency Hotshots, there will be not less than 18 and no more than 25 crew members (if traveling by air the maximum number will be 20 crew members).
- Check in with the receiving dispatch at each fuel stop while in travel status to ensure that the order has not been changed, crew diverted, or there is new information concerning the reporting location.  If the order is cancelled and you are returning, advise Craig Dispatch.
- While on assignment if any member(s) of the crew are demobilized for whatever reason, Craig Dispatch will be notified and given the specifics of the travel home.  This should include reason for early demobilization (does not have to be specific, but general reason), method of travel home, route, RON areas, and ETA.
- Notify Craig Dispatch upon arrival back from an incident and provide for tentative availability date and number of days off being taken.
- No crew members will be mobilized that cannot commit to the full 14 days, unless it is negotiated with the receiving unit through the dispatch system (needed for documentation purposes) and/or approved by the FMO prior to mobilization. Communication with Craig Dispatch concerning this situation is essential.
- Fill-ins need to be ordered through Craig Dispatch so that they can be tracked.  Name requests for fill ins will be accepted and then dispatch will place the order for them.  If name requesting someone it is assumed that they have been contacted and are available.  Location (Home Unit), Name of person, and contact phone number will be provided to dispatch.
- Ensure time is completed/up to date prior to assignment.
- Notify FMO or dispatch if there are things that could pose a possible impact to local fire operations during absence (i.e.:  deliveries, the need for access to the facilities for service personnel, etc.)

**22.3 Interagency Fire Use Modules** Refer to RMG/NMG

**22.4 Smokejumpers**
Smokejumpers are ordered from Grand Junction Dispatch Center on an Aircraft Order for initial attack.  If there are no smokejumpers at Grand Junction then the order is to be placed with RMACC.  Booster Reinforcement of SMKJ will be ordered by RMACC.  Once the smokejumpers are available for Demob, CRC will work closely with the Jump Base at Grand Junction to coordinate transportation back to the base.

**22.5 Helicopter Modules** Refer to RMG/NMG

**22.6 Communications Coordination** Refer to RMG/NMG
Use of another's agency's National Telecommunications and Information (NTIA) approved frequencies is strictly limited to mutually beneficial coordination of managing emergencies.  Each agency will cooperate with the others to maintain communications discipline and will grant permission to transmit on its specified frequencies during an interagency effort.

**22.7 Incident Meteorologists (IMET)** Refer to RMG/NMG

**22.8 Cache Support Positions** Refer to RMG/NMG

**22.9 Incident Management Teams (IMT)**
The Craig Interagency Dispatch Area supports several Type 3 teams.  The teams are formed from a cadre (see Chapter 60).

Team positions that cannot be filled locally will be ordered through the neighborhood ordering process.  Team configuration will vary from fire to fire, but the on call team will generally consist of:
- ICT3
- OSC3 (STL/TFLD qualified)
- LSC3 (SUPL or BCMG qualified)
- PSC3 (RESL or SITL qualified)
- Other positions will be filled at the discretion of the IC and AFMO.

Refer to RMG for information regarding Type 1 and Type 2 IMTs.
> **22.9.1 Rocky Mountain IMT General Operating Guidelines** Refer to RMG
> **22.9.2 Area Command Teams** Refer to RMG
> **22.9.3 Interagency Fire Use Management Teams (FUMT)** Refer to NMG
> **22.9.4 NPS All Hazard Management Team** Refer to NMG
> **22.9.5 National Incident Management Organization Teams (NIMO)** Refer to RMG

**22.10 Incident Support Teams**
> **22.10.1 Buying Teams** Refer to RMG
> **22.10.2 Administrative Payment Teams (APT**) Refer to NMG
> **22.10.3 Department of Interior Burned Area Emergency Rehab Teams (BAER)** Refer to NMG
>> **22.10.3.1 Incident Business Advisor/Comptroller** Refer to RMG
> **22.10.4 Critical Incident Stress Debriefing Teams** Refer to RMG
> **22.10.5 Wildland Fire Prevention/Education Teams** Refer to RMG
> **22.10.6 Wildland Fire and Aviation Safety Teams (FAST)** Refer to NMG
> **22.10.7 Aviation Safety Assistance Team (ASAT)** Refer to RMG

**22.11 Human Resource Specialist** Refer to RMG

**22.12 Union Representative** Refer to RMG

**22.13 Incident Business Advisor (IBA)** Refer to RMG

**23 EQUIPMENT AND SUPPLIES** Refer to RMG
**General**
All requests for Equipment will be placed using ROSS or on resource order forms and processed through the Dispatch Center.

All requests for incident supplies will be placed using Ross or on resource order forms and processed through the Dispatch center. This applies to ongoing incidents, critical initial response needs and NFES only items. All re-stock orders should be placed with local vendors, GSA, or according to agency direction.

    **23.1 Mobilization** Refer to RMG

    **23.2 Demobilization** Refer to RMG

    **23.3 National Interagency Support Cache Ordering Procedures** Refer to NMG
        **23.3.1 NFES Items in Short Supply** Refer to NMG
        **23.3.2 Field Office Replenishment During Fire Season** Refer to NMG
        **23.3.3 Field Office Replenishment Outside Fire Season**
        **23.3.4 Incident Replacement Requisition** Refer to RMG
            **23.3.4.1 Incident Replacement 1 & 2 Incidents** Refer to RMG
        **23.3.5 Incident Replacement: Type 3 & 4 Incidents** Refer to RMG
        **23.3.6 Incident to Incident Transfer of Equipment and Supplies** Refer to RMG

    **23.4 National Incident Radio Support Cache (NIRSC)** Refer to RMG/NWG
        **23.4.1 Mobilization of NIRSC Resources** Refer to NMG
        **23.4.2 Demobilization of NIRSC Resources** Refer to NMG
        **23.4.3 Dedicated Radio Frequencies** Refer to RMG

    **23.5 Atmospheric Theodolite Meteorological Units (ATMU)** Refer to NWG

    **23.6 Fire Remote Automatic Weather Stations (FRAWS)** Refer to NWG

    **23.7 Project Remote Automatic Weather Station (PRAWS)** Refer to NWG

    **23.8 Mobile Food Service and Shower Units** Refer to NWG
        **23.8.1 Mobilization**
        **23.8.2 Re-assignments**
        **23.8.3 Demobilization**

    **23.9 Commissary** Refer to NWG

    **23.10 Contract Engines** Refer to RMG

    **23.11 Portable Retardant Base** Refer to RMG

    **23.12 Mobile Cache Vans** Refer to RMG

# 24 AIRCRAFT OPERATIONS Refer to RMG

## 24.1 Mobilization

Between the hours of 2200 and 0500 charter pilots shall not be dispatched.  Orders for charter aircraft should not be placed with vendors between these hours, unless they have a separate dispatcher available.  Operators should be queried to insure duty limitations are being met.

### 24.1.1 Ordering Procedures

Aerial Fire Detection

All requests for aerial detection for ongoing incidents or after thunderstorms, should originate from the field unit, coordinated with Duty Officer, and be placed through the Dispatch Center.  The dispatcher will then initiate procedures to acquire the appropriate aircraft from either Forest Service agreements or OAS/AMD source lists.  The Dispatch Center will flight follow all aircraft according to agency guidelines.

Air Tankers and Lead Planes

All air tanker, lead plane and smokejumper requests will be placed through the Dispatch Center.  The acquisition of aircraft will follow agency guidelines.  All requests for tactical aircraft will be filled on a first come, first served basis unless multiple incidents require the establishment of priorities.  In such an instance, the Dispatch Center Manager will consult with the Multi-Agency Coordination Group.  Until that meeting can occur, priorities will be established in accordance with policies and procedures set forth in the National Mobilization Guide.  Aerial retardant drops will be used only when authorized by the agency with jurisdictional responsibility.

Helicopters

All requests for helicopters and helitack crews will be placed through the Dispatch Center with dispatching done according to agency guidelines.  Flight following will be conducted through the Dispatch Center.

### 24.1.2 Prioritizing Incidents Refer to RMG

## 24.2 Demobilization Refer to NMG

## 24.3 Flight Management Procedures Refer to CRC Unit Aviation Plan

Administrative Point-to-Point flights: All Agency contract, lease, charter, or owned aircraft, fixed and rotor wing, shall file and open an FAA flight plan for every administrative (point-to-point) flight mission flown for the benefit of the Agency.

Mission Flights/Special Use: All mission flights (tactical fire flights) shall file a flight plan with CRC who will ensure flight following procedures are followed.  Mission flights will be documented using ROSS or the resource order form. Special Use Flights are generally resource oriented flights and will require a Project Aviation Safety Plan and a Flight Request Form.

For all point-to-point flights a Flight Request Form will be filled out.

Flight following procedures for aircraft flying non point-to-point require a status check at 15-minute intervals.  This can be accomplished utilizing Automated Flight Following (AFF) or by radio check-ins.

The following information should be documented at each 15 minute interval:
- Time of check in.
- Current position of aircraft (Latitude/Longitude and geographic landmark if known).
- Direction of travel (unless orbiting or consistently working in one area).
- Any changes in flight plan or status.

Prior to any flight, the aircraft dispatcher should have a full understanding of the purpose of the mission, destination, duration, persons on board, check-in intervals, communication networks, and emergency procedures in the event of a accident/mishap. The aircraft dispatcher and pilot must agree to which method of flight following will take place (AFF or radio check-ins). Pilots must monitor at least one predetermined radio frequency as an alternate means of flight following in the event the AFF system fails in the aircraft or in dispatch, or in case dispatch needs to cancel a mission, divert the aircraft to a higher priority incident, or relay other critical information regarding hazardous weather, TFRs, etc. Regardless of AFF being used, radio communications must be maintained with all aircraft which the dispatcher has agreed to flight follow. If radio communications cannot be maintained through the duration of the flight, the flight will be immediately terminated and the dispatch office contacted. For flights crossing dispatch area boundaries and when the aircraft has flown out of radio contact, the dispatch center area it has flown into will be contacted and the aircraft "handed off". The flight will not be closed out with CRC until it is confirmed that another dispatch center has radio communications with the aircraft.

Refer to the Airspace Boundary Plan contained in the Unit Aviation Plan for flights taking place in the common corridor along dispatch boundaries.

Point-to-Point Flight Following
The sending dispatch center has the ultimate responsibility for flight following. This responsibility may be handed off to RMACC for fire mobilization flights. If the flight was originated by CRC then the Chief of Party/Flight Manager or pilot will notify CRC of any delays and upon arrival at the final destination (unless the flight following has been handed off to RMACC).

**24.3.1 Automated Flight Following (AFF) Requirements & Procedures** Refer to RMG
**24.3.2 Aircraft Accident/Incident Reporting** Refer to RMG
All accidents and incidents will be reported immediately to the Dispatch Center and appropriate line officers. Emergency procedures will be followed as outlined in the Aircraft Incident/Accident Response Guide. SAFECOMs need to be filed by persons that observed or were involved with the incident. A copy of the SAFECOM will be provided to the Unit Aviation Officer.
**24.3.3 Overdue and Missing Aircraft** Refer to RMG

**24.4 Airborne Thermal Infrared (IR) Fire Mapping** Refer to NMG

**24.5 Lead Planes**
A lead plane, Air Attack, or airtanker coordinator is required for the following missions:
- Two or more airtankers will be over the incident at the same time or at staggered intervals of 15 minutes or less

- Any mission where the airtanker pilot is not IA rated
- The fire is in a congested area
- Wherever any airtanker is operating over an incident within 30 minutes prior to official sunset of the nearest airtanker base
- Wherever any airtanker is operating over an incident within 30 minutes after official sunrise of the nearest airtanker base.

If a lead plane is not available, a qualified Air Tactical Group Supervisor may be used until a lead plane arrives, as long as the airtanker Pilot In Charge (PIC) is IA rated. Non-IA rated PIC's require a lead plane.

Refer to section 24.6.2 of the RMG – Aerial Supervision Requirements in the Rocky Mountain Area Matrix for additional guidance.

**24.6 Aerial Supervision Modules (ASM1)** Refer to RMG
> **24.6.1 Aerial Supervision Requirements** Refer to RMG

**24.7 Air Tactical and Reconnaissance Aircraft** Refer to RMG

**24.8 Large Transport Aircraft** Refer to RMG
RMACC will notify CRC if a large transport is expected to come into the Hayden Airport. The Hayden Airport then needs to be notified of the ETA of the large transport and arrangements made if it is due in after regular airport hours.
> **24.8.1 Passenger/Cargo Manifest**
> All crews shall be manifested and a copy sent to RMC via e-mail or fax, within 2 hours of their departure.

**24.9 Helicopter – Call When Needed (CWN)** Refer to RMG
All CWN helicopters will be ordered through CRC. If the CWN is for fire suppression the order will then be placed with RMACC. If it is for a non-fire incident CRC will go to the OAS/AMD source list or USFS rental agreements and find an appropriate aircraft for the mission.

When a CWN helicopter is used, it must have appropriate level of supervision depending on size and mission. A qualified Helicopter Manager or Project Manager must inspect the aircraft prior to use.

Modules are not automatically ordered by RMACC when a helicopter order is filled by a CWN aircraft. CRC dispatchers need to order the module upon notification that a CWN is filling the order. The module is ordered on an Overhead order and cross-referenced with the Aircraft order.
Refer to the BLM/USFS aviation plan for guidance concerning use of aircraft for non-fire flights and projects.
> **24.9.1 Exclusive Use Contract Helicopters** Refer to NMG

**24.10 Airtanker Dispatch** Refer to RMG
Airtankers are initially ordered through Grand Junction Dispatch or Ft. Collins Dispatch. If Grand Junction or Ft. Collins does not have any available, the order is then placed with RMACC. Values at risk must accompany all orders for prioritization purposes.
> **24.10.1 Early Activation** Refer to NMG
> **24.10.2 Modular Airborne Firefighting Systems (MAFFS)** Refer to RMG

### 24.10.3 Single Engine Airtankers (SEATS)

A CWN SEAT is available to CRC for dispatch. A local SEAT Manager will be ordered prior to activation of the SEAT. During Planning Level 3, daily status of the availability of the SEAT will be done. This will be included on the daily briefing.

See RMG and the SEAT Operations Guide for general policy and guidelines.

### 24.11 Temporary Flight Restrictions (TFR) (FAR 91.137) Refer to RMG

All TFR's will be ordered through CRC and then CRC will place them with RMACC. It is important that after the need for a TFR no longer exists, that CRC is notified so that the TFR can be released.

### 24.12 Military Training Routes (MTR) and Special Use Airspace (SUA) Refer to RMG
There are no MTRs within the boundaries of the Craig Interagency Dispatch Center.

### 24.13 Airspace Conflicts Refer to NMG

### 24.14 FAA Temporary Airport Control Tower Operations Refer to RMG

### 24.15 Radio Frequencies and Management Refer to RMG

### 24.16 Interagency Interim Flight & Duty Limitations Refer to RMG

**25 PREDICTIVE SERVICES**

Information gathering and dissemination of that information is of vital importance for safety, fire management decisions, prioritization of fires, and allocation of scarce resources.  The information processed needs to be complete, accurate, and timely.

CRC Intelligence Dispatcher is responsible for posting the daily situation reports, resource status, and other information on the CRC web page daily during fire season.  The address is http://gacc.nifc.gov/rmcc/dispatch_centers/r2crc/  This will access the CRC page.

Upon receipt of critical information, such as Red Flag Warnings, CRC will distribute that immediately to all cooperators and field personnel.  The warnings will be faxed to county cooperators, and it will be simulcast on the BLM/USFS/FWS frequencies to all field personnel.

During periods of high activity RMACC will be kept informed of significant activity via phone calls through out the day.  These updates do not take the place of the situation report or any other reporting requirements.

It is imperative that all cooperators keep CRC informed of activity on their units in order to accurately reflect the activity level occurring with in the CRC area of influence and to ensure that all activity is considered when setting priorities.

### 25.1 Incident Status Summary (ICS - 209)

ICS – 209 is required for any wildfire which exceeds 100 acres in timber, or 300 acres in grass/sagebrush fuels or when an IMT is assigned, or when significant activity occurs on a WFU.

The CRC Intelligence Dispatcher with input from the ICT4 or ICT3 is responsible for completing the ICS - 209and submitting it with the Daily Situation Report by 1800 to RMACC.

An ICS-209 is required when an IMT1 or IMT2 is assigned to the incident and it is the IMT's responsibility to submit the ICS-209 to CRC.  The ICS-209 is due by 1700 daily until the fire is controlled.

A ICS-209 is also required for significant Wildland Fire Use (WFU) incidents that exceed 100 acres in timber or 300 acres in grass/sagebrush fuels or when an FUMT is assigned or if the WFU is significant for other reasons such as:
- impact on the surrounding community
- significant resources committed (esp. National)
- high levels of wildland-urban interface
- areas of socio-political sensitivity

The Intelligence Dispatcher will be responsible for completing the ICS – 209 for WFU's with input from the Duty Officer or Fire Use Manager.

### 25.2 Interagency Situation Report

The reporting period for the Daily Situation Report is from 0001 to 2400 daily.  The report is due into RMACC by 1800.  Later submission of the report can be negotiated with RMACC.

The SIT report is required daily beginning the second Monday in May and continuing usually through the end of September.

All units with in the CRC area of influence should report activity daily to CRC for inclusion into the daily SIT report. Minimum information needed is number of fires, number of acres burned, resources committed, anticipated problems, extreme control problems/fire behavior, or any other significant information. This information is due into CRC by 1700 for inclusion into the Daily Situation Report. It can be submitted via fax or telephone.

The remarks section of the SIT report should include the following:
brief write up about IA activity and resources committed
- weather synopsis for the general vicinity
- brief analysis/prognosis
- other significant information

**25.3 Incident Management Situation Report** Refer to NMG

**25.4 Weekly Fire Weather/Fire Danger Outlook** Refer to NMG

**25.5 Monthly Fire Weather/Fire Danger Outlook** Refer to RMG

**25.6 Seasonal Fire Weather/Fire Danger Outlook** Refer to RMG

**25.7 National Wildland Fire Outlook** Refer to NMG

**25.8 Wildland Fire Entrapment/Fatality** Refer to RMG

**25.9 Daily Resource Status**
This report will contain the status of all Center, Area, and National resources physically located with in the CRC area of influence, excluding aircraft. Daily Resource Status will be posted by the Duty Officer on the Daily Briefing and then uploaded to the CRC web page. These resources include the following:
- Engines
- Water Tenders
- Crews

**25.10 Overhead Availability Tracking**
All red carded and support personnel are required to report their availability via ROSS. Individuals who do not report their availability are considered unavailable, and will not be considered for assignments. Individuals are encouraged to report any changes in their availability as it occurs. Reporting availability, other than local is automatically forwarded to RMACC in the ROSS.

It is understood that any individual on the availability list has their supervisor's permission to take a fire assignment.

**25.11 Prescribed Fire Notification**
Any unit planning on conducting a prescribed fire needs to notify CRC one day prior to the planned ignition. The information provided will be put into the Daily Situation Report-Prescribed Fire Information and submitted to RMACC.
A copy of the signed burn plan will be provided to dispatch prior to ignition, along with charge codes.

**25.12 CRC Annual Report**
CRC will generate an Annual Report to be presented in draft format at the Post Season CRC meeting. The report will be finalized and submitted to RMACC by December 31st.

**25.13 Report, Due Dates and Times**

| Report | Timeframe |
| --- | --- |
| Daily Resource Status | Update daily by 1000 (May – October). |
| Interagency Situation Report | Due to RMACC by 1800 hours unless directed or negotiated otherwise (May – October). |
| Incident Status Summary (ICS-209) | Due during fire season to RMC by 1800 unless a later time is negotiated.  Required for wildfires in timber 100+ acres & grass 300+ acres. |
| Priority List | Due during fire season to RMC by 0100 and 1800. |
| Potential Assessment | See RMG. |
| Prescribed Fire Report | Due prior to the day of the burn.  Notify RMC, cooperators, dispatch centers and area dispatch offices. |
| Annual Fire Report | Estimated annual fire statistics to RMC by October 15.  Actual stats and Center Annual Reports due to RMC by December 31. |

**26 CRAIG INTERAGENCY DISPATCH CENTER PREPAREDNESS LEVELS**

Preparedness Levels are established by the CRC Board of Directors based on current and forecast burning conditions, fire activity, resource availability, and fuel conditions.  Refer to RMG for Rocky Mountain Area Interagency Preparedness Levels.

Preparedness Level Definitions:  (For a more detailed definition of Preparedness Levels, refer to the Northwest Colorado Fire Management Unit's Fire Management Plan.)

Preparedness Level I - Little or no fire activity, preseason preparedness duties being accomplished, IA resources less than 25% committed.

Preparedness Level II - Low to moderate fire activity, interagency involvement occurring, potential for Class B or C fire exists, IA Resources 50% committed.

Preparedness Level III - Multiple fires occurring, increased potential for escaped fires Class C or larger, IA resources 75% committed.

Preparedness Level IV - Multiple A, B, C, and large fires, extended attack occurring, all IA resources committed, predicted LAL 3 or Red Flag conditions exist.

Preparedness Level V - Multiple large fires, all IA resources committed, significant LAL and Red Flag conditions.

Refer to NMG

**28 DISPATCH FORMS** Refer to RMG for copies of these forms.  They are also available at CRC.

**28.1 Resource Order**

**28.2 Food Service Request**

**28.3 Passenger and Cargo Manifest**

**28.4 Aircraft Flight Request/Schedule**

**28.5 Infrared Aircraft Scanner Request**

**28.6 FAA Temporary Tower Request Form**

**28.7 Preparedness/Detail Request**

**28.8 Incident Status Summary (ICS-209)**

**28.9 Weekly Wildland Fire Weather/Fire Danger Outlook**

**28.10 Monthly Wildland Fire Weather/Fire Danger Outlook**

**28.11 Wildland Fire Entrapment/Fatality**

**28.12 Documentation of Length of Assignment Extension Requirement**

**28.13 Demobilization Form**

**28.14 Fire Weather Special Forecast Request**

**28.15 FAA Temporary Flight Restriction (NMG 28.6)**

**28.16 Incident Replacement Requisition**

**28.17 Complexity Analysis**